

Name	Description
0 - eB Admin	Account Administrator - All access
0 - Implementation Core Team Member	Implementation Core Team Members during implementation process, this role will be deleted at Go-Live
0 - Manage Membership	Campus level role for personnel that manage/assign membership to individual construction projects.
0 - No Actor Role	Do not add any users to this role
1 - Accounting/BSS	Internal Accounting & Business Support Staff
1 - AHJ	Authority Having Jurisdiction
1 - Campus Code Reviewer	Campus plan code reviewer- reviews project drawings for code compliance. Personnel in this role must be authorized by the UM AHJ. This person cannot be the same person that created the project drawings to avoid a conflict of interest.
1 - Campus Fiscal Officer	Lead campus accountant within the PD&C or CSM department (authorizes project funding, final review of accounting operations, serves as lead accountant, etc.)
1 - CBO Permit Review	
1 - Change Order Approver	Campus level role for the person that has final signature authority for change orders in their construction department.
1 - Closeout QC	Used for Closeout child processes to verify uploads and required data is completed.
1 - Construction Director (UMSL)	Role for UMSL - included in approval processes for Change Order for UMSL only
1 - Construction Project Manager (CPM)	Serves as the Owners Representative for all assigned construction projects (provides coordination, manages budgets, supervises construction projects, administration of the construction contract, etc.).
1 - Contract Administrator	Assistance in preparation of Contracts
1 - Contracting Officer - Campus	Authorized signatory for contracts and agreements
1 - Contracting Officer - System	Authorized signatory for contracts and agreements
1 - Design Staff	Campus (internal) Architects, Engineers, and Interior Designers performing project design and support.
1 - Director	Dept Directors for Signator Authority and Approvals of Workflows
1 - EHS	Environmental Health & Safety
1 - Executive Director	Executive Director role- for UMSL workflows.
1 - Facilities Management	Responsible for Facilities Management
1 - FPD A/E PM Review	A/E Review of Contracts and Review by Facilities Planning and Development
1 - FPD Contract Admin	FPD Contract Admin
1 - FPD Prevailing Wage	Prevailing Wage coordinator role at UM FPD.
1 - Inspector	Campus (internal) Inspectors performing plan code reviews, or building inspections.
1 - Interior Design	Interior Design Staff at the campus level.
1 - IT/IS	Information Technology Dept
1 - Manager	Manager, Construction Services
1 - Manager Design Services	Manager, Design Services
1 - Manager In-House Construction	Manager of In-House Construction
1 - NPR PM	New Project Request Project Manager - this is for only the NPR process.
1 - Owners Agent (Building Permits)	The campus Owners Agent for Permits is assigned via MOU agreement between the UM AHJ and the Campus Dir of Construction Operations.
1 - Project Assignor S & T	Role for assigning and vetting all new project requests at MS&T.
1 - Project Assignor UM System	Role for assigning and vetting all new project requests at UM FPD.
1 - Project Assignor UMKC	Role for assigning and vetting all new project requests at UMKC.
1 - Project Assignor UMSL	Role for assigning and vetting all new project requests at UMSL.
1 - Project Manager	Responsible for the Management of projects throughout design, construction and close-out
1 - S&T Staff	Used for code processes
1 - Schedule Manager User	Schedule Manager is needed for the NPR process, it should be the same as the project manager.
1 - Space Management	Space Planner - uses document review and project closeout.
1 - Supervisor	Project Supervisor
1 - UMSL Time Approval	Responsible for Time Tracking Approval.
1 - UMSL Time Tracking	This is for staff at UMSL to review and approve time.
2 - 3rd Party Agent	3rd party agents performing special inspections (construction materials testing), window testing, or other specialized testing.
2 - Agreement Execution	Authorized signer for the consulting firm.
2 - Campus Stakeholder	Internal stakeholder to the project. This role provides access to various folders and access to meeting minutes.
2 - Client	Owner, Project Stakeholder
2 - Client Fiscal Officer	Client Fiscal Officer for Project Authorization Approval
2 - CM as Constructors	Role for Construction Manager as Constructors for CMR delivery projects.
2 - Code Consultant	For 3rd party Code Consultant performing permitting, plan code reviews, or building inspections.
2 - Consultant Accountant	Accountant for the consultant.
2 - Consultant Admin	Consultant administrative staff who provide insurance and supplier diversity information when executing consulting agreements.
2 - Contract Execution	Authorized signer for the contractor.
2 - Contractor Accountant	Accountant for the contractor.
2 - Contractor Admin	
2 - Department Leader	Client Campus Department Leader
2 - Design Consultant	The primary design consultant providing design and construction administration for the project (External role).
2 - Design Team Member	Member of the design team. The role allows access to certain folders and allows the user to receive meeting minutes.
2 - General Contractor	General Contractor who manages the subcontractors and overall coordinates the construction of the project (External role)
2 - Geotech Engineer	Role for Geotechnical survey services during project design.
2 - Inspector	For 3rd party building inspector role.
2 - MCA General Contractor	Master Construction Agreement General Contractor
2 - Sub-Contractor	Project Sub-Contractor
2 - Vendors	Catch all role for Vendors associated with Projects
3 - Initialize Projects (temp)	This role only has the permission to apply templates to a project. For S&T to be able to import projects and apply templates before assigning them to a PM.
99 - Access Edit - Internal User	For document permissions, these are internal users that have additional permissions to edit documents
99 - Access External	Limited document permissions for External Users

Name	Description
99 - Access External Consultant	Limited document permissions for External Consultant Users
99 - Access External Contractor	Limited document permissions for External Contractor Users
99 - Access RO	Read only access for document folder permissions
Member	All users in Account - no permissions granted. Do not delete/edit this group
Process - Cost Exception Accountant	This role is a Project Role. Assign the Project Accountant to this role to assist in reconciling exceptions.
Process - Exception Accountant (C)	
Process - Exception Accountant (K)	
Process - Exception Accountant (R)	
Process - Exception Accountant (S)	
Process - Exception Accountant (U)	